To: Corporation Test Coordinators testing students in the A3 End-of-Course Administration (ECA) testing window
From: ACT QualityCore Support
CC: Michele Walker, Director of Student Assessment
Date: February 12, 2008

Re: A3 Administration Deadline for submitting test orders for the ACT QualityCore ECA Administration

This memorandum contains the following information:

1. Deadline for submitting orders (student counts) for the Algebra II paper-and-pencil test and the English 11 online test
2. Data collection and order information
3. Registration completion process
4. Assignment of user IDs and passwords to teachers and examiners
5. Links to the English 11 and Algebra II Manuals (Online Manual, Test Supervisor's Manual, and Examiner's Manual)

1.   Deadline for submitting orders (student counts by course) for the Algebra II paper-and-pencil test and the English 11 online test

In addition to completing the IDOE Data Collection for the A3 Administration of ECAs at http://ideanet.doe.state.in.us/stn/, *all corporations who are administering the Algebra II test in A3 must submit orders (student counts by course) to ACT for paper-and-pencil tests by February 28, 2008.*

To order tests for both Alg II and Eng 11:

1. Log on to: http://qc.vantage.com.
2. Type in your username and password. If you are a first time user, your default user name and password are:
   - **User name:** key in your email address
   - **Password (all lower case):** quality
3. Click once on **Login**.
4. Click on **Site Administration.**
5. Click on **Order Against Existing Commitment.**
6. Key in the commitment number (the commitment number is 10000).
7. In the pull down list in the **Subdistrict** box select **No Subdistrict.**
8. Select the school where the tests will be administered.
9. Go to the **Test Selection** box at the bottom of the screen; select the course, key in the quantity and key in the test administration date. Click on **ADD** after selecting each test subject. (Because you have entered in a commitment number, it will not be necessary to enter in the invoice number.)
10. Review the order, Click on **Submit** and the order will be submitted.

   NOTE: It is important to enter the **earliest** start date that you will be administering the English online test. If the start date you enter is *later* than the date on which students will test, students will NOT be able to access the test.

To place an order for large print test books and Braille test books, please go to www.act.org/qualitycore/indiana and click on the **Accommodations Order Form**. Fax the completed form to the attention of Trish Wlodarczyk, the Core 40 End-of-Course Assessment Coordinator at the Indiana Department of Education for review. Corporations will receive an email confirming that the order has been approved by IDOE. Faxed orders for large print and/or Braille should be received at the Department by February 28, 2008.

2. Data Collection & Order Information Update

All Corporation and Corporation Test Coordinator information has been uploaded into the system. Student information for A3 will be uploaded into the system after April 1, 2008 **Corporations must enter all counts prior to the uploading of the student rosters.**

Several tasks need to be completed prior to testing. Section 3 of this email (Completing the Registration Process) describes the steps that CTCs will need to complete the registration process.

3. Registration Completion Process

To complete the registration process for Algebra II and English 11, please make sure that you complete the following steps prior to the day of testing:

1. Please log-in and register the school test coordinator.

   - Log on to: http://qc.vantage.com.
   - Type in your username and password.
   - Click once on **Login**.
   - Click on **Site Administration.**
   - Click on **Create a New User.**
   - In the pull down list in the **Subdistrict** box select **No Subdistrict.**
   - In the pull down list in the **School** box, select the school name.
   - In the pull down list in the **User Type** box, select **School Admin**.
   - Go to the blank boxes and key in the required information. All boxes with asterisks must be filled in.

2. Before the English 11 QualityCore assessment can be administered online to students, computers must pass a **System Requirements Check** and **VanGuard**™ needs to be installed on any machine that will be used for the ECA. Please verify that the schools have:

   o Run the **System Requirement Check** on each computer that will be used for testing. To run the system check, click the **System Requirements Check** in the upper right corner of the QualityCore login screen. If any computer that will be used for the assessment does not meet the **System Requirements Check**, please contact ACT Customer Service at 1-866-764-7228.

   o Installed **VanGuard** on each computer that will be used for testing. To install **VanGuard**, click on the **VanGuard Install** link that appears on http://qc.vantage.com.   If there are problems loading **VanGuard**, please contact ACT Customer Service at 1-866-764-7228.

   CTCs must complete these registration processes in order for schools to access the site.

4. Assignment of user IDs and passwords to teachers/examiners

   Two weeks prior to testing, please login to verify that all of the teachers testing in A3 have been loaded into the system. After verification, send an email to each teacher informing him/her of individual user names and passwords.

   If a teacher has a class that will be testing but does not appear in the system, follow these steps to add the teacher:

- Log on to: http://qc.vantage.com.
- Type in your username and password.
- Click once on **Login**.
- Click on **Site Administration.**
- Click on **Create a New User.**
- In the pull down list in the **Subdistrict** box select **No Subdistrict.**
- In the pull down list in the **School** box, select the school name.
- In the pull down list in the **User Type** box, select **Teacher.**
- Go to the blank boxes and key in the required information. All boxes with asterisks must be filled in.

Teachers and users must change their user name and password the first time they log on by clicking on **Update My Account.**

5. Links to QualityCore Manuals

After logging on, users will have access to the following three QualityCore PDF Manuals:

1. **QualityCore Online User Guide**
2. **QualityCore Indiana Test Supervisor's Manual** – covering both the Algebra II paper-and-pencil administration and the English 11 online administration.
3. **QualityCore Examiner's Manual** – covering both the Algebra II paper-and-pencil administration and the English 11 online administration.

The manuals are also available at: www.act.org/qualitycore/indiana.

Additional Information

For additional information concerning the A3 administration window, please contact ACT at 1-866-764-7228 or QualityCoreIndiana@act.org.